

APPENDIX I (CONTD)

Sample RTI Application in connection with clearance of Garbage Bins

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To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

(A) Name of Applicant

(B) Address of the Applicant (Give address from where you would like to correspond with the PIO)

Date: _____

Enclosed: _____

Sir,

I seek following Information regarding non-clearance of garbage bins in _____ area.

- (1) Address of the Depot from where the truck(s)/loader(s) for collection of garbage in this area are sent.
- (2) Vehicle numbers of the truck(s)/loader(s) assigned for picking up garbage from this garbage bin from _____ to _____ period.
- (3) As per the vehicle beat register maintained at the Depot, give the time when these vehicles left the Depot and at what time did they return to the Depot from _____ to _____. (Mention the period for which you want this details)
- (4) On each of the days during the above period, mention the addresses of the garbage bins, which were serviced by these vehicles.
- (5) List the names of persons and their contact details, who are responsible that the garbage bins are attended on daily basis in this area.
- (6) The garbage bins in _____ area have not been cleared from _____ to _____ (Mention the period). The area Sanitary Inspector (SI) is supposed to send balance report to the workshop, giving details of the garbage left unattended. On the basis of this report, the workshop SI is supposed to get such garbage picked up. Please give copies of balance reports sent by the area SI for each day during this period.
- (7) Does the balance report for each of these days mention that the garbage at these bins are not being picked up? If not, information regarding reasons for not mentioning the same in the SI report be given.

(8) A copy of Departmental Rules regarding actions to be taken regarding non-performance of the duties by SI and others who are responsible to collect garbage.

I have submitted initial Application fee of Rs. 10/- vide IPO/Challan/DD No. _____.

If you feel that the above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act.

Also, as per the provisions of the RTI Act, 2005, please provide the details (name and designation) of the first appellate authority with respect to your department with the reply to the above request, where I may, if required file my first appeal.

Thanking you.

Signature: _____

Name: _____

Postal Address: _____

Date: _____

Enclosed: IPO/Challan/DD No. _____